



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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March 11, 2014

MEMORANDUM FOR COMMANDER, DLA AVIATION
COMMANDER, DLA LAND AND MARITIME
COMMANDER, DLA TROOP SUPPORT

SUBJECT: Directive-Type Memorandum (DTM) 14-012 – DLAI 4000.03,
Accountability and Management of DLA-Owned Contract Property

Reference: DLAI 4000.03, Accountability and Management of DLA-Owned Contract Property
(Effective June 6, 2013)

Purpose: The purpose of this DTM is to enact an immediate procedural change to the referenced issuance, which established policy for DLA-Owned Contract property accountability, physical inventory and asset reporting requirements, for property that is, or is intended to be, in the custody of a contractor, which is furnished to, or acquired by, contractors but not limited to property furnished under DLA Vendor Managed Inventory Programs. This DTM underscores the increased emphasis on audit readiness and clarifies property reporting requirements for those contractors who do not submit Defense Logistics Management System (DLMS) Electronic Data Interchange (EDI) or Defense Logistics Standard Systems (DLSS) transactions.

The Director, DLA has accelerated our Inventory Existence and Completeness assertion date by four months, from September 30, 2014 to June 1, 2014. Therefore, this change is issued prior to the reissuance of DLAI 4000.03 to ensure inclusion of the monthly requirement when modifying DLA contracts and in all future solicitations and awards contracts.

This DTM is effective immediately. This DTM shall expire, and the amendment be incorporated into DLAI 4000.03, within 12 months from the date of DTM issuance.

Applicability: This instruction applies to DLA Aviation, Land and Maritime, and Troop Support only.

Procedures: Enclosure 3 is amended to add paragraph 4.d.(3), to clarify contractor reporting requirements for the Inventory Records Management (IRM) process when contractors submit other than EDI/DLMS/DLSS transaction formats. This change links paragraph 4.d.(3) to Enclosure 3, paragraph 5.b. for contractors authorized to use other electronic communications.

(3) Contractors who do not initiate the IRM process using DLMS Electronic Data Interchange (EDI) or Defense Logistics Standard Systems (DLSS) transaction formats shall submit the contractor's accountable property record closing balances on a monthly basis for all

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DLA-Owned contract items. The contractor's month-end closing on-hand balances shall be provided within three business days after the end of the month.

My POC for this DTM is the Plan to Stock Branch, J341. Questions may be directed to this office at (215) 737-2853.

A handwritten signature in black ink, appearing to read 'KS Dowd', with a stylized flourish at the end.

KENNETH S. DOWD
MG, USA
Director, DLA Logistics Operations